

Agenda Item #__C - 4__

**Village of Royal Palm Beach
Village Council
Agenda Item Summary**

Agenda Item:

APPROVAL OF A SPECIAL EVENT PERMIT FOR THE PALM BEACH SHERIFF'S OFFICE AND PALM BEACH COUNTIES SHERIFF'S FOUNDATION TO HOLD A KICKBALL EVENT FOR EMPLOYEES. THE EVENT WILL TAKE PLACE ON SATURDAY, JANUARY 18, 2025 FROM 6:00 AM UNTIL 5:00 PM AT THE BOB MARCELLO BASEBALL COMPLEX BY DIANE SMITH.

Issue:

The applicant, Diane M. Smith of PBSO Family First, is requesting a special event permit in order to hold a kickball event for employees. The event will include alcohol (beer only), but will not be sold and will be restricted to the kickball area that's monitored by PBSO. The event will take place on Saturday, January 18, 2025 from 6:00 a.m. until 5:00 p.m. The applicant has not requested any road closures for this event. The applicant has submitted all necessary information and forms to the Village. Staff has reviewed this application and determined that the proposed use will not adversely affect the immediate area. The applicant is requesting a special no fee permit for non-profit organizations.

Recommended Action:

Approval of Special Event Permit, subject to the attached conditions (Exhibit A).

Initiator:	Village Manager	Agenda	Village Council
Senior Planner	Approval	12/19/2024	Action

EXHIBIT A

1. The event may only occur on January 18th, 2025 from 6:00 a.m. to 5:00 p.m.
2. Any tents used shall be flame resistant.
3. A Business Tax Receipt is required and permits must be obtained for all temporary electrical services, generators or temporary power poles and must be inspected prior to commencement of sales.
4. All electrical circuits shall be GFI protected.
5. Signage shall be set back at least 10 feet from the property line and shall not interfere with sight lines along public roadways and shall conform to the requirements of Sec. 20-71 of the Village Code of Ordinances.
6. A clearly defined paved parking area must be provided.
7. The applicant shall provide for portable restroom facilities including at least one handicapped accessible facility if public facilities are not within 500' of accessibility.
8. Adequate trash receptacles shall be provided for tree trimming and other debris, which may accumulate on site.

Initiator:	Village Manager	Agenda	Village Council
Senior Planner	Approval	12/19/2024	Action



RECEIVED BY:
Village of Royal Palm Beach

NOV 20 2024

Time: _____

SPECIAL-EVENTS PERMIT APPLICATION

A FULLY COMPLETED APPLICATION MUST BE SUBMITTED TO THE VILLAGE CLERK 45 DAYS IN ADVANCE OF THE EVENT. FAILURE TO SUBMIT A COMPLETE APPLICATION MAY RESULT IN REJECTION OF THE APPLICATION.

Date: 11/18/2024

I/We Diane Smith of the Palm Beach County Sheriff's Foundation
(Name of applicant)

of 11498 Okeechobee Blvd., Royal Palm Beach, FL 33411
(Mailing address)

Name and phone number of contact person: Diane Smith - 561-904-8241

Email address: smithdiane@pbso.org

On behalf of Palm Beach County Sheriff's Foundation & PBSO Family First
(Name of person, corporation, organization, etc.)

hereby request a Special-Events Permit from the Village of Royal Palm Beach in order to:
Hold the Annual PBSO Kickball Event. There will be beer served (not sold)

There will be 2 bounce houses, BBQ and face painting.

In support of such application, I submit the following information:

1. Proposed location: Bob Marcello Baseball Complex and Restrooms

(Owner's written consent and affidavit of responsibility is attached.)

2. Proposed date, time of commencement and duration of event:
Saturday, January 18, 2025 6:00 a.m. to 5:00 p.m.

3. Approximate number of participants expected: 600

4. Insurance company and policy number: Self Insured - Letter attached.

(Copy of Certificate of Insurance showing general liability & property damage coverage is attached.)

5. Will state, municipal or county controlled property be involved? Yes XX No _____

If yes, please describe:

Ballpark is controlled and owned by the Village of Royal Palm Beach.

(State, municipal or county permit or written consent, if applicable, to utilize the above property is attached.)

6. How will this proposed event impact municipal traffic control, fire/rescue operations and/or utilities? This event will not impact traffic or any other areas of the park.

Proposed impact mitigation plan: _____

7. Are animals involved in this event? Yes _____ No XXX

If yes, all certificates required by Chapter 5 of the Village Code of Ordinances must be attached hereto prior to the issuance of this permit.

8. What toilet facilities will be provided for use by event participants and the public?
All the public facilities located at the park

9. Site plan for proposed location of special event showing layout of all facilities, including parking and signage, is attached hereto along with a fully executed hold harmless agreement as required by Section 16-12(a)(2) of the Village Code of Ordinances.

10. Please address the following items:

A. How will you assure that the proposed special event will have no adverse vehicular or pedestrian traffic impacts which cannot be prevented by the imposition of conditions?
Plenty of traffic assistance through the Sheriff's Office on site

B. How will you assure that the proposed special event will have no adverse impacts on adjacent properties and will not be detrimental to their use and peaceful enjoyment of their property? **No adverse impacts**

C. How will you assure that the proposed special event will not cause objectionable noise,

vibrations, fumes, odors, glare or physical activity which cannot be prevented by the imposition of conditions? Will only be during daytime hours.

D. How is the proposed special event compatible with the character of the location for which it is proposed? Fits perfectly - Outside Event

11. In addition to depicting proposed temporary signage on the provided site plan, please list below all signs to be displayed as part of the special event. Please include sign type, dimensions, square footage and proposed location(s) (See Village Code Section 20-71).

One variable message board . Possible overflow parking will be across the street at Connect Church

I affirm that all facts set forth herein are true and correct and understand that the Village of Royal Palm Beach may impose reasonable conditions upon the Special-Events Permit in order to reduce adverse impacts and to protect the health, safety and welfare of all. I further agree and understand that if my Special-Events Permit involves rental of the outdoor Amphitheater at Commons Park for a large event/performance with greater than 295 attendees that: 1) such use is limited to Monday-Thursday (excluding Village holidays); 2) I am required to arrange for and provide any necessary sound and lighting and two (2) Palm Beach County Sherriff's Office permit deputies at my sole cost and expense; and 3) I must to compensate the Village of Royal Palm Beach for two (2) Parks Department staff at a rate of \$35.00 per hour per staff member.

[Signature]
Signature of Applicant

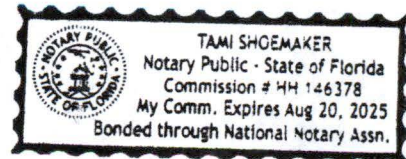
Diane Smith abo PBCSF.
Print name and office held, if applicable

THE STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this 18 day of November, 2024, by Diane Smith, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

(Seal)

[Signature]
NOTARY PUBLIC
STATE OF FLORIDA





HOLD HARMLESS AGREEMENT FOR APPLICANT

The undersigned hereby requests a Special Events/Seasonal Vendor Permit (circle one) from the Village of Royal Palm Beach, Florida ("Village").

NOW, THEREFORE, for and in consideration of the issuance of the permit by the Village and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I/we agree as follows:

1. I/we hereby agree to abide by all regulations set forth in the VILLAGE OF ROYAL PALM BEACH Code of Ordinances and all other laws.

2. I/we hereby agree that I/we will indemnify and hold the Village harmless from and against any and all claims, demands, lawsuit, settlements, damages, costs and expenses, including attorneys' fees, suffered or incurred by the Village and arising out of or in connection with the Special Event, Temporary Sale, or Seasonal Vending conducted.

Executed this 18th day of November, 20 24.

WITNESSES:

Signature _____

Printed Name _____

Signature _____

Printed Name _____

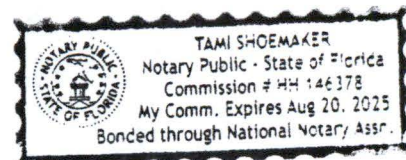
[Signature]
Applicant
Diana Smith
Printed Name on behalf of PBCSF.

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 18th day of November, 20 24 by Diana Smith, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

[Signature]
Notary Public
State of Florida

(Seal)





**AFFIDAVIT FOR SPECIAL NO FEE PERMIT
NON-PROFIT, CHARITABLE, VETERANS' ORGANIZATIONS AND/OR OTHERS
ENTITLED TO EXEMPTIONS**

DATE: November 18, 2024

I/We Diane Smith of 11498 Okeechobee Blvd., Royal Palm Beach, FL 33411
(Name of Applicant) (Mailing Address of Applicant)

on behalf of The Palm Beach County Sheriff's Foundation / PBSO Family First,
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)

hereby request a special no fee permit or reduced rate occupational license from the Village of Royal Palm Beach in accordance with Section 16-8 of the Village Code in order to operate the business as described below or to hold the following fundraising project and/or sale at the following location: Bob Marcello Baseball Complex

1. The PBSO Family First through the Palm Beach County Sheriff's Foundation
(Non-profit, Charitable, Veterans' Organization or others entitled to exemptions)
is a bonafide Non-Profit, Charitable, Veterans' Organization or other person/entity entitled to an exemption which operates without private profit for a civic, charitable, youth, service, fraternal or religious purpose. Attached is documentation to support this statement (i.e., incorporation certificate; 501c(3) status, etc.)
2. S/M Diane M. Smith are bonafide members of the PBCSF / FF
(Name of persons involved in project) organization and will not receive any compensation, whatsoever, for the operation of the project.
3. The Palm Beach County Sheriff's Foundation / PBSO FF (Name of Organization / Person) will abide by all regulations set forth in the Village of Royal Palm Beach Code of Ordinances.
4. I understand the above be investigated by the Village of Royal Palm Beach and that if there are any misrepresentation stated herein, any permit issued based on this affidavit shall be automatically revoked. I hereby swear that all facts stated herein are true and correct.

[Signature]
Signature of Applicant

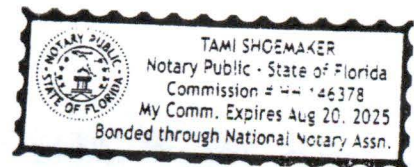
Office Held, if applicable

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this 18th day of November, 2024 by Diane Smith, who is personally known to me or who has produced a Florida driver's license as identification and who did/did not take an oath (circle one).

(Seal)

[Signature]
Notary Public
State of Florida





To: The Village of Royal Palm Beach
Date: November 13, 2024
Reference: PBSO Family First Kickball Event

The Palm Beach County Sheriff's Office is currently self-insured for Automobile, Workers' Compensation, General and Professional Liability pursuant to Chapter 768, Florida State Statute. Please direct any concerns regarding general and professional liability to the Palm Beach County Sheriff's Office's department of Legal Affairs.

Auto and Workers' Compensation matters should be forwarded to our third party administrator:

Workers' Compensation

USIS/Amerisys
P. O. Box 616648
Orlando, Florida 32861-6648
1-800-444-9098

Departmental Vehicles

Davies Claims North America, Inc.
P. O. Box 110239
Lakewood Ranch, FL 34211
1-877-287-4656

All departmentally issued vehicles are covered under the Palm Beach County Sheriff's Office's auto third party administrator. All employees and volunteers are covered under our workers' compensation third party administrator, *provided* that the injury occurred under the employee/volunteer's scope of duties as defined by Palm Beach County Sheriff's Office.



2025 Family First
Kickball Event

01/18/25